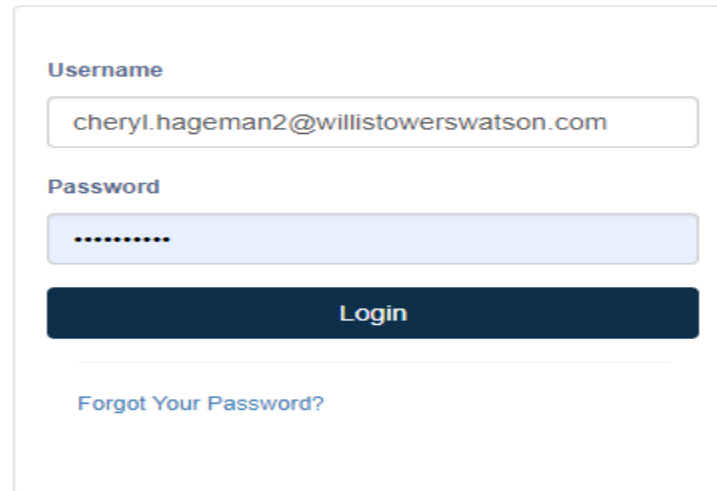


Welcome to Updating Group Level Information and Creating Self Registration Links on the WEBT Online Portal System!

This guide will walk you through the a few of the key tools to use when utilizing the WEBT Online Portal to update your group level information and create self-registration links for mass enrollments.

You may access your WEBT Online Portal by visiting www.webt.org or you may utilize the following link: <https://full-webt-production.cs124.force.com/webt/williscommunitylogin> to log into your account.

Welcome to Your WEBT Benefit Plans Portal



The screenshot shows a login form with the following elements:

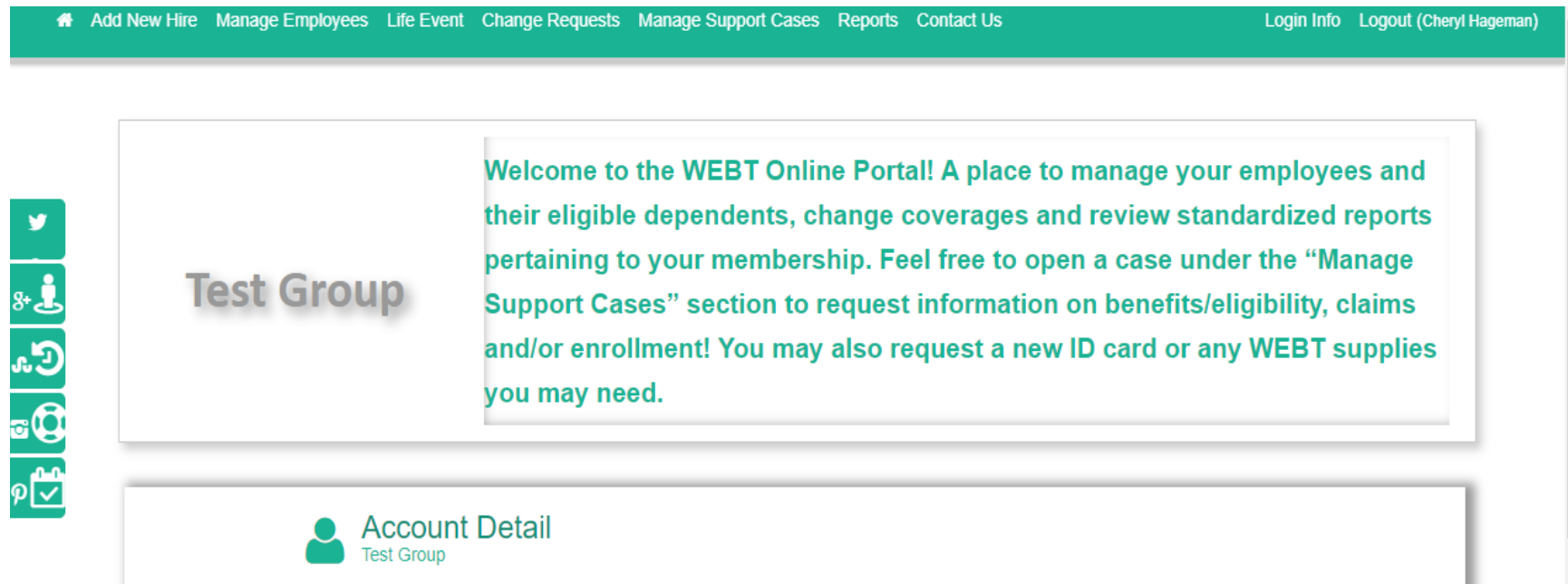
- Username:** A text input field containing the email address `cheryl.hageman2@willistowerswatson.com`.
- Password:** A password input field with a light blue background and a masked password represented by ten dots.
- Login:** A dark blue button with the text "Login" in white.
- Forgot Your Password?:** A blue text link located below the login button.

© 2016 salesforce.com. All rights reserved.

Once you have completed your log-in, you will be directed to your Employer Group Page

The Employer Group page is your “home base” for the WEBT Online Portal. You may utilize this page to update your group level information, make changes to your group admins, and to create self-registration links to utilize for large group of benefit eligible employees that are eligible for coverage on a specific date (start of school year, open enrollment, etc.).

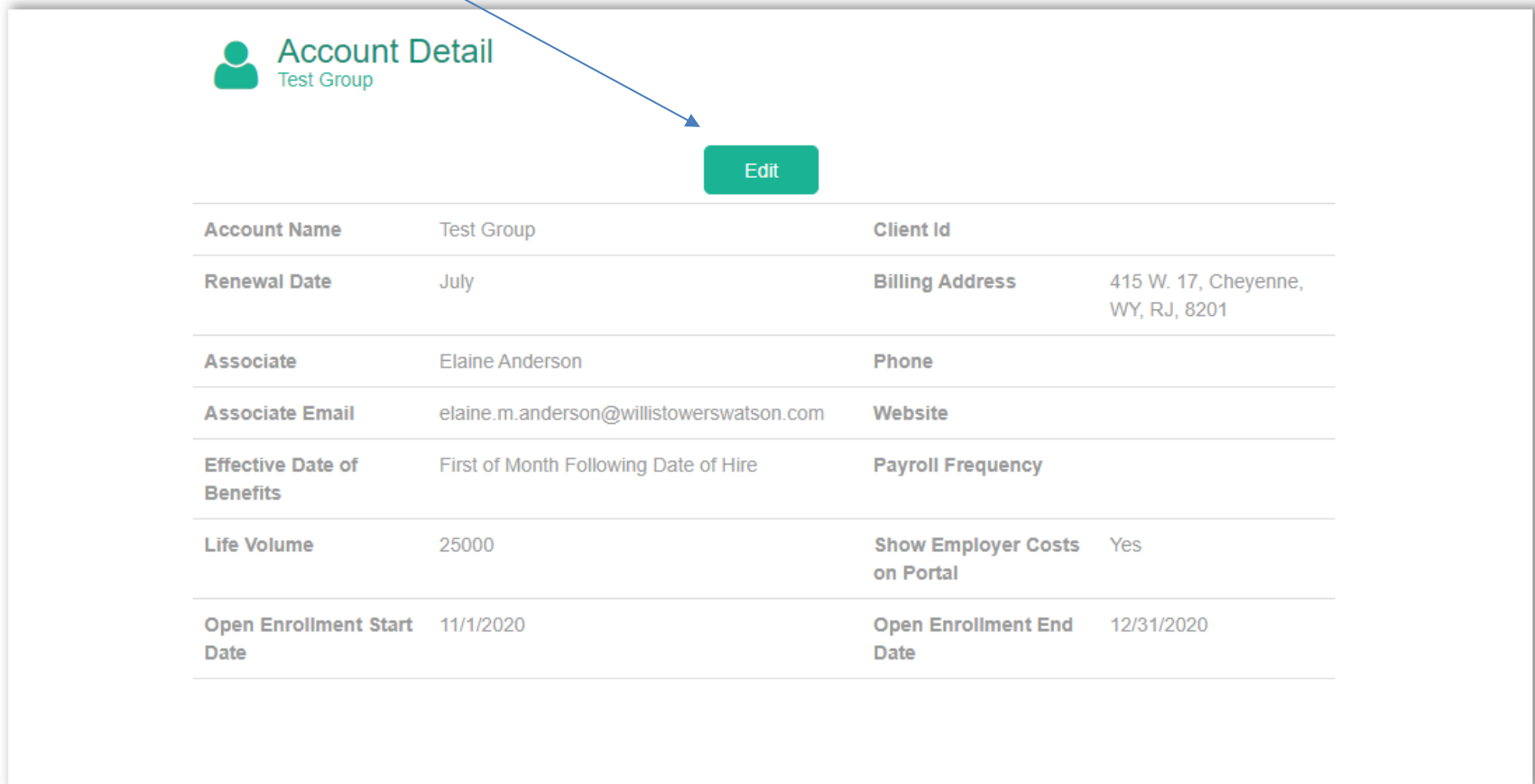
This page also allows you to toggle between pages in order to manage your employees, request assistance from WEBT, and/or review standard membership reports for your group.



The screenshot displays the WEBT Online Portal interface. At the top is a green navigation bar with a home icon and the following menu items: Add New Hire, Manage Employees, Life Event, Change Requests, Manage Support Cases, Reports, and Contact Us. On the right side of the bar are links for Login Info and Logout (Cheryl Hageman). On the left side of the page is a vertical sidebar with icons for Twitter, Google+, a person icon, a refresh icon, a gear icon, a magnifying glass icon, and a checkmark icon. The main content area features a large white box with the text: "Welcome to the WEBT Online Portal! A place to manage your employees and their eligible dependents, change coverages and review standardized reports pertaining to your membership. Feel free to open a case under the “Manage Support Cases” section to request information on benefits/eligibility, claims and/or enrollment! You may also request a new ID card or any WEBT supplies you may need." Below this box is a section titled "Account Detail" for "Test Group", accompanied by a person icon.

The Account Detail section is a place for you to update information specific to your group's location and payroll frequency. You may also indicate your direction to share the employer portion of premium on the employee portal.

Once you click on the Edit link, you will have access to modifiable fields:

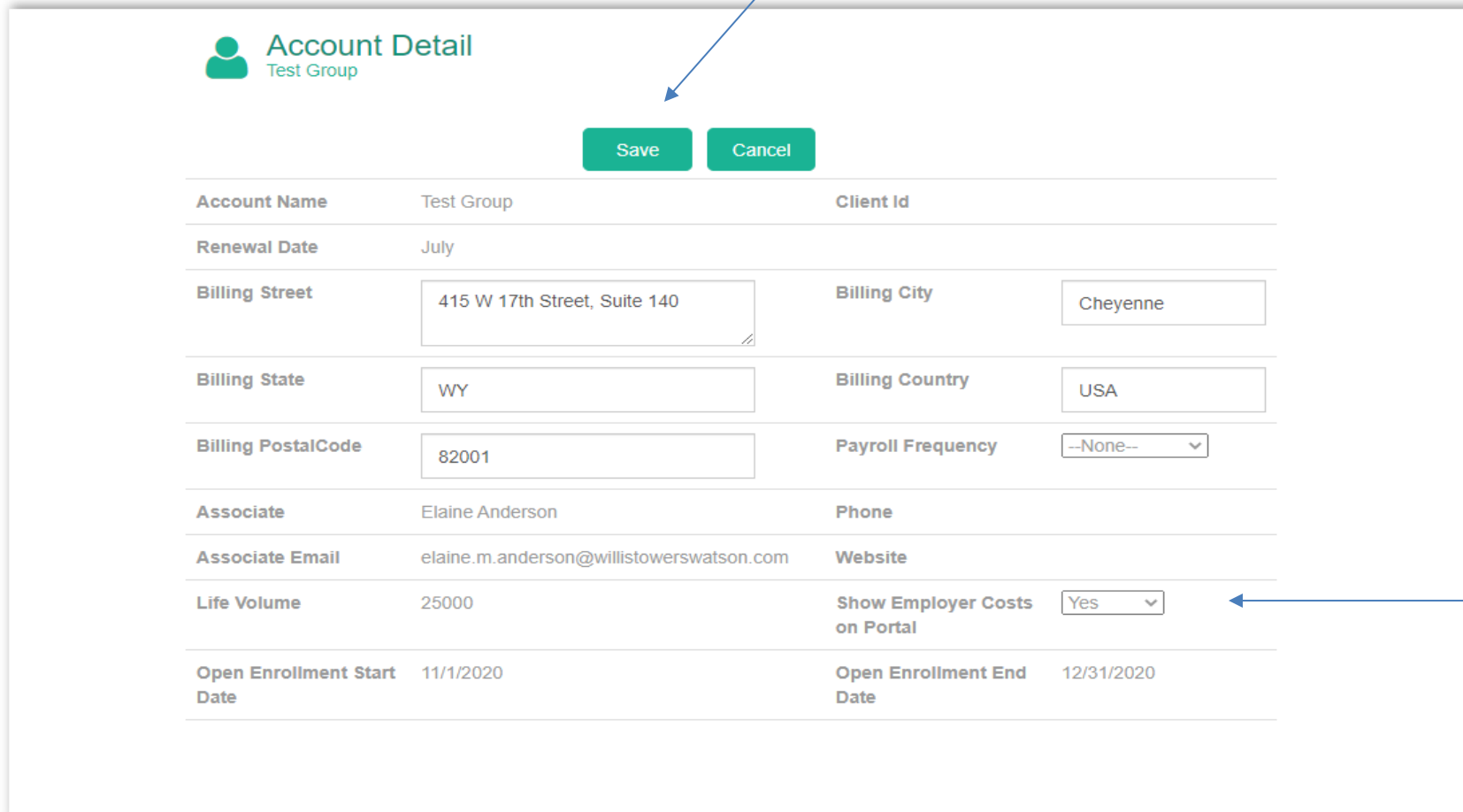


Account Detail
Test Group

[Edit](#)

Account Name	Test Group	Client Id	
Renewal Date	July	Billing Address	415 W. 17, Cheyenne, WY, RJ, 8201
Associate	Elaine Anderson	Phone	
Associate Email	elaine.m.anderson@willistowerswatson.com	Website	
Effective Date of Benefits	First of Month Following Date of Hire	Payroll Frequency	
Life Volume	25000	Show Employer Costs on Portal	Yes
Open Enrollment Start Date	11/1/2020	Open Enrollment End Date	12/31/2020

Once you make changes to the modifiable sections, you may click the Save button to submit your changes.



The screenshot shows a web form titled "Account Detail" for a "Test Group". At the top, there are two buttons: "Save" and "Cancel", both in green. A blue arrow points from the text above to the "Save" button. Below the buttons is a form with various fields:

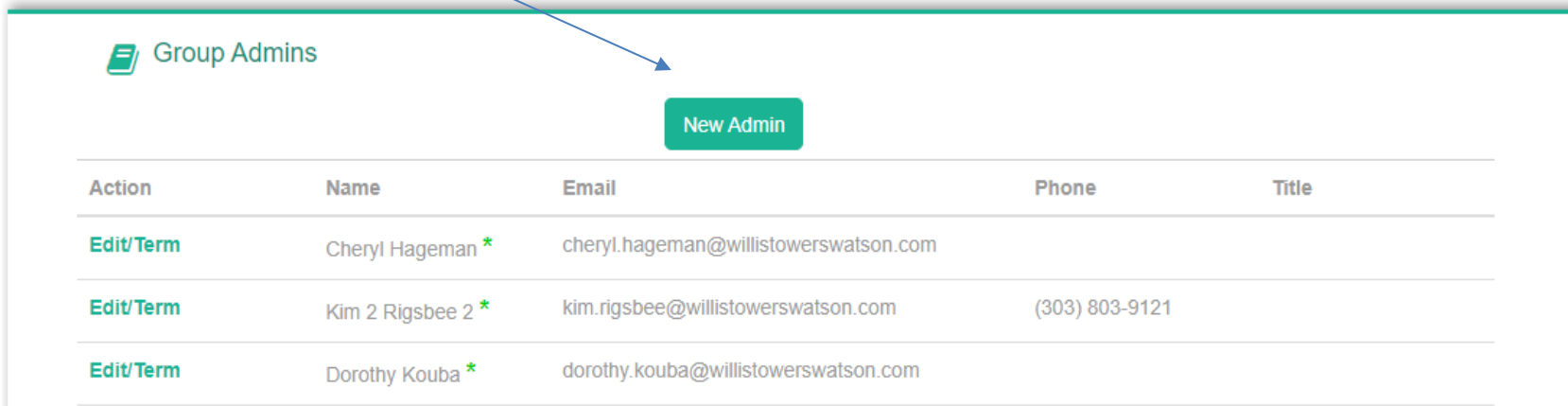
Account Name	Test Group	Client Id	
Renewal Date	July		
Billing Street	415 W 17th Street, Suite 140	Billing City	Cheyenne
Billing State	WY	Billing Country	USA
Billing PostalCode	82001	Payroll Frequency	--None--
Associate	Elaine Anderson	Phone	
Associate Email	elaine.m.anderson@willistowerswatson.com	Website	
Life Volume	25000	Show Employer Costs on Portal	Yes
Open Enrollment Start Date	11/1/2020	Open Enrollment End Date	12/31/2020

A blue arrow points from the text above to the "Save" button. Another blue arrow points from the text below to the "Show Employer Costs on Portal" dropdown menu.

The option to show your groups contribution of premiums on the employee portal is optional. You may select your preference by utilizing the “Yes” or “No” indicator on the Show Employer Costs on Portal modifiable section. Please Note: If your employer contribution varies by employee type, hours, etc., the option to show Employer Costs on Portal will default to “No”.

The Group Admins section is a place for you to maintain information specific to your group's online management team.

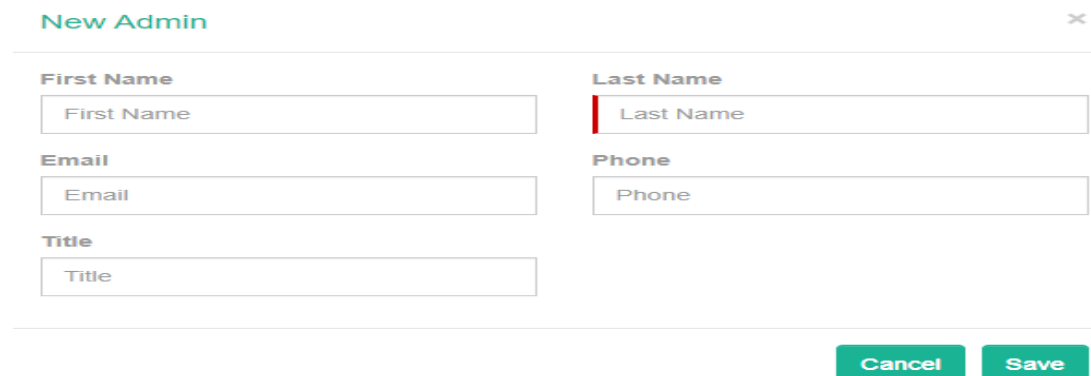
Once you click on the New Admin link, you can enter information specific to that individual and request online access at the employer level:



The screenshot shows the 'Group Admins' section of a web application. At the top left, there is a document icon and the text 'Group Admins'. To the right of this is a green button labeled 'New Admin'. Below the button is a table with five columns: 'Action', 'Name', 'Email', 'Phone', and 'Title'. The table contains three rows of administrator data. Each row has a green 'Edit/Term' link in the 'Action' column. A blue arrow points from the text above to the 'New Admin' button.

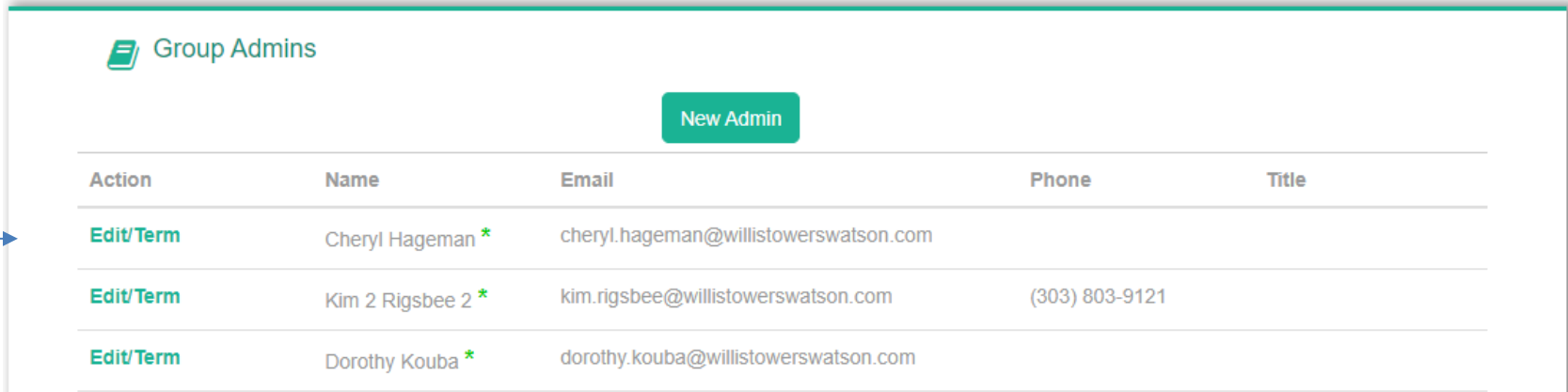
Action	Name	Email	Phone	Title
Edit/Term	Cheryl Hageman *	cheryl.hageman@willistowerswatson.com		
Edit/Term	Kim 2 Rigsbee 2 *	kim.rigsbee@willistowerswatson.com	(303) 803-9121	
Edit/Term	Dorothy Kouba *	dorothy.kouba@willistowerswatson.com		

Once you complete the information within the New Admin form, please click the Save button to send your request to WEBT for approval. Please Note: WEBT will request completion of the required privacy forms prior to activating the New Admin.



The screenshot shows the 'New Admin' form, which is a modal window with a close button (X) in the top right corner. The form contains five input fields: 'First Name', 'Last Name', 'Email', 'Phone', and 'Title'. The 'First Name' and 'Last Name' fields are on the top row, 'Email' and 'Phone' are on the second row, and 'Title' is on the third row. At the bottom right of the form are two green buttons: 'Cancel' and 'Save'. A blue arrow points from the text above to the 'Save' button.

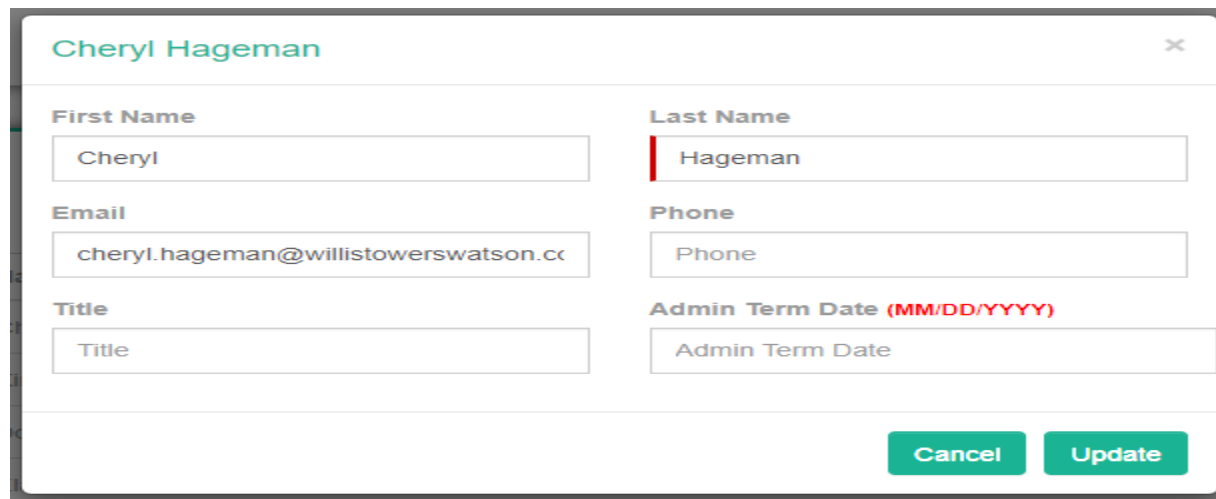
You may also utilize the Group Admins section to edit and/or terminate your current online team. You may do so by utilizing the Edit/Term button to access the individual



The screenshot shows a 'Group Admins' section with a 'New Admin' button and a table of administrators. A blue arrow points from the text above to the 'Edit/Term' button for Cheryl Hageman.

Action	Name	Email	Phone	Title
Edit/Term	Cheryl Hageman *	cheryl.hageman@willistowerswatson.com		
Edit/Term	Kim 2 Rigsbee 2 *	kim.rigsbee@willistowerswatson.com	(303) 803-9121	
Edit/Term	Dorothy Kouba *	dorothy.kouba@willistowerswatson.com		

Once you edit the information or enter a termination date, please use to Update button to submit your changes to WEBT. Please Note: WEBT may request completion of the required privacy forms prior to terminating the individual.



The screenshot shows the 'Cheryl Hageman' edit form with fields for First Name, Last Name, Email, Phone, Title, and Admin Term Date. A blue arrow points from the text above to the 'Update' button.

Cheryl Hageman [Close]

First Name
Cheryl

Last Name
Hageman

Email
cheryl.hageman@willistowerswatson.cc

Phone
Phone

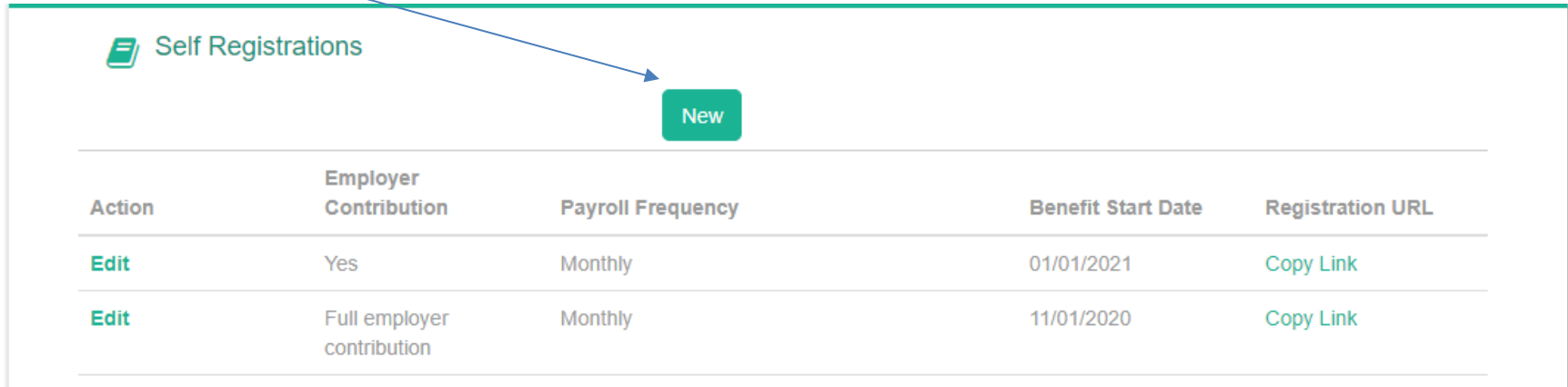
Title
Title

Admin Term Date (MM/DD/YYYY)
Admin Term Date

[Cancel](#) [Update](#)

The Self Registrations section is a place for you to create online enrollment links for large groups of new employees whose benefit coverages all begin on the same date (start of school year, open enrollment, etc.).

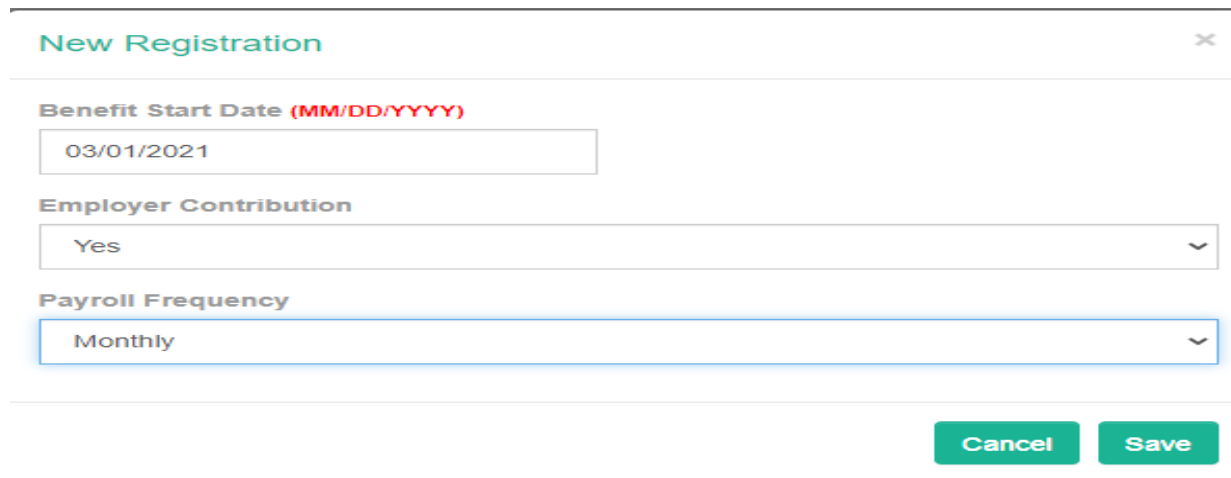
Once you click on the New button, you can enter information specific to the benefit start date to create a self-registration link.



The screenshot shows the 'Self Registrations' page. At the top left is a document icon and the text 'Self Registrations'. To the right is a green 'New' button. Below this is a table with the following data:

Action	Employer Contribution	Payroll Frequency	Benefit Start Date	Registration URL
Edit	Yes	Monthly	01/01/2021	Copy Link
Edit	Full employer contribution	Monthly	11/01/2020	Copy Link

Once you complete the information within the New Registration page, please use the Save button to create the link.

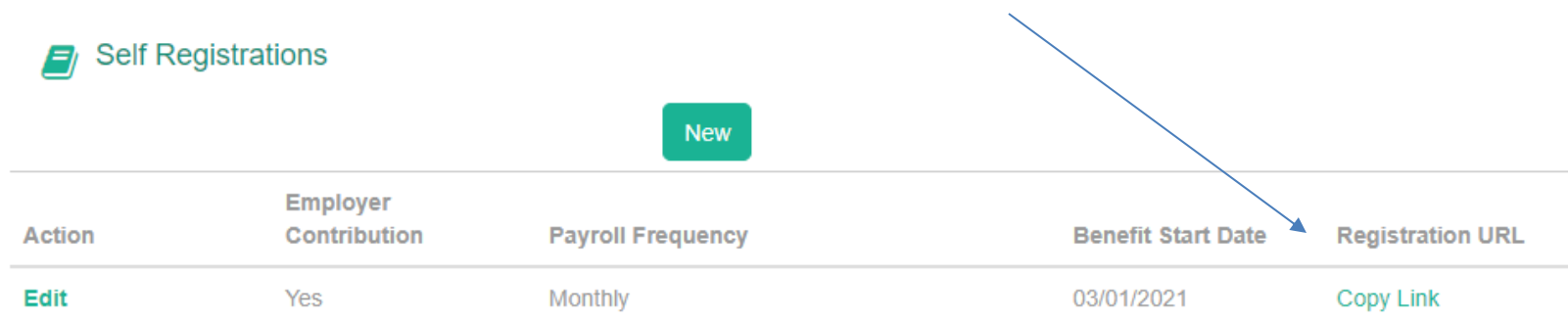


The screenshot shows the 'New Registration' form. It has a title bar with 'New Registration' and a close button. The form contains the following fields:

- Benefit Start Date (MM/DD/YYYY)**: A text input field containing '03/01/2021'.
- Employer Contribution**: A dropdown menu with 'Yes' selected.
- Payroll Frequency**: A dropdown menu with 'Monthly' selected.

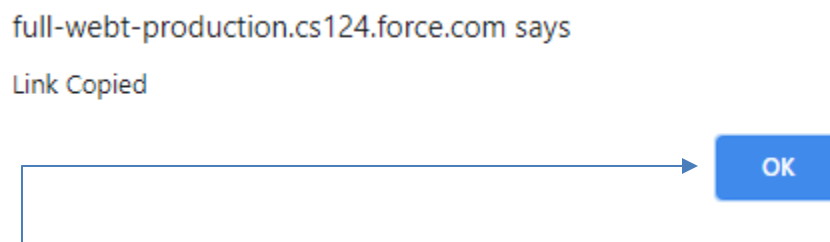
At the bottom right of the form are two buttons: 'Cancel' and 'Save'. A blue arrow points from the 'Save' button to the text above.

Once the link is created, it will be listed at the top of your Self Registrations list:



Action	Employer Contribution	Payroll Frequency	Benefit Start Date	Registration URL
Edit	Yes	Monthly	03/01/2021	Copy Link

Once you click on the Copy Link button, you will receive a pop up indicating that a link was copied:



To access the link simply hit the OK button, and “right click” your mouse to paste the link into your document.

A sample of the link is below:

http://full-webtfull.cs124.force.com/WEBT_selfregister?accountcode=0013J000009xiU0QAI781

This self-registration link will allow your new enrollees to establish their WEBT Online Portal account and enroll in benefits. **Note:** *All benefit elections will be sent to you for final approval prior to the time the member is enrolled.*

Please feel free to contact your Account Manager via email or contact the WEBT/Willis Towers Watson office at (307) 634-5566 should you need any assistance with your employer portal site.